



The Federation of Nettlestone and Newchurch Primary Schools

COVID 19 PROTECTIVE MEASURES RISK ASSESSMENT RETURN TO SCHOOL

Updated August 2021

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

This assessment enables the Federation to implement its recovery planning around a range of 'protective measures' for the full return of all pupils to school from Wednesday 1st September 2021.

All Federation staff will all have an opportunity to inform the successful implementation of recommended controls, mitigation and protective measures.

In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by the Federation at a local level however it is our intention to implement these measures further review barring necessity to change.

This assessment should be used alongside the government guidance below that was last updated on 17th August 2021:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

This assessment has been shared with members of the Isle of Wight Health & Safety team who have advised that the Federation have taken good cognisance of the DFE guidance and have implemented appropriate control measures thereby advising that the level of risk as a result is low.

Risk Assessment

Location / Site	Newchurch & Nettlestone Primary Schools
Activity / Procedure	Preparing for the full return to school for all pupils for the start of the new academic year on Wednesday 1 st September 2021.
Assessment date	19 th August 2021

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance updated 17th August 2021 states:

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.

The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:

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• **5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or**

• **10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period**

The federation will apply these thresholds as necessary and will seek to revert back to the previous risk assessment should it be necessary to do so on the advice of Public Health England.

Actions to consider once a threshold is reached

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Settings should also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures.

Additional action that could be advised by public health experts

If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

1. Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting
2. Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review
3. Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing
4. Increased frequency of testing. They may also recommend the actions listed under Other Measures in the contingency framework, or other proportionate measures to support continuing face-to-face education.

In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

In order to avoid negatively impacting the education access for children within the federation the following protective measures will be maintained:

Purple text is taken directly from the DFE guidance for 'Schools coronavirus (COVID-19) operational guidance: August 2021.'

<u>Identify hazard</u>		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
1) Lack of social distancing and preventative measures in the classroom resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH			
<u>Control measures</u>		<i>List your control measures required to reduce risk - add appropriate detail about the type and location of controls</i>	
<ol style="list-style-type: none"> 1. Staffing levels will be a key component when determining how the school can continue to operate safely. In any period of high staff absence it may be necessary to implement a partial or full closure of a bubble. The level of staff available will determine the level of care and supervision the school can offer. Any changes will be communicated to parents as soon as practically possible 2. Communication to parents that all those that are showing symptoms, unwell or self-isolating must stay at home and do not attend school. 3. <i>In the event that a parent or carer insists on attendance at school even though the child has symptoms the school can take the decision to refuse the pupil, if it is felt that it is a necessary action to protect the pupils and staff from possible infection with coronavirus (COVID-19).</i> 4. Staff should take a sensible approach to reduce contact from other class groups where practical and possible to do so. 5. <i>Frequent and thorough hand cleaning should now be regular practice. Staff will continue to ensure that pupils clean their hands regularly and frequently either using soap and water or hand sanitiser.</i> 6. <i>Promotion of good respiratory hygiene by promoting 'catch it, bin it, kill it' approach. Children will be reminded of this frequently particularly upon initial return to school.</i> 7. <i>Children in our primary schools will not and should not be asked to wear a face covering.</i> 8. <i>Classrooms to be well ventilated. In cooler weather windows to be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Doors to be opened at breaktimes/ unoccupied periods to assist with ventilation as long as they are safe to do so. A comfortable teaching environment should be maintained as far as possible and practical. Heating will be used as necessary to ensure comfort levels maintained.</i> 9. Any furniture rearranged to avoid direct draughts as a result of increased ventilation where practical and possible. 10. Encourage use of outdoor learning whilst weather is favourable. 11. Children to bring minimal items to school, coat, lunchbox, reading book and these will be stored in personal lockers/ on pegs. Only small groups to access lockers at a time. In KS2 personal pencil cases should contain minimal items and remain in school. 12. Although school uniform policy reinstated on allocated PE days children to wear PE to school to avoid need for changing and children to change within close proximity. 13. Activities such as assemblies, enrichment and celebratory events reinstated but will continue to be offered remotely (in part) to maximise teaching and learning time. 14. Ongoing open and honest communication with parents regarding the challenges of the return to school. 15. Reminder of fire route communicated to children and practice fire drill undertaken during first 			

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week back after Summer holidays to allow for social distancing.

16. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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2) Lack of space when using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk		Consider current level of risk	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Allocated toilet area to be continued to use by each class group.
2. Children instructed, if cubicles are in use, to wait outside.
3. Hand gel used after toilet use as well as washing hands.
4. Extra signs in toilet area re washing hands.
5. Door hooks or wedges in place for the toilet external toilet doors if not fire doors to increase ventilation.
6. Extra soap ordered to ensure we do not run out.
7. Enhanced cleaning schedule in place including cleaning at lunchtime using standard products such as detergents and bleach as this is a shared area used by different groups.
8. Signage to identify handwashing protocols to serve as reminders - clean hands on arrival at the setting, before and after eating, and after sneezing or coughing.
9. Lidded bin in each toilet base to support 'catch it, kill it, bin it' protocol.
10. Toilets to be well ventilated at all times.
11. Children taught to flush toilet with lid closed where lids are present.
12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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3) Lack of space waiting to enter classroom in morning resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Parents to be encouraged to walk/cycle/scoot with children to school rather than use public transport where it is safe to do so - further promote walking/ cycling/ scooting within curriculum focus. Where used school transport reinstated with clear recommendations shared regarding safe and hygienic travel. Continuation of no parents allowed on site without an appointment - drop off points promoted through school communication. Staff to meet/greet their class upon entry and ensure orderly entry to school. Reminder communication to parents that it is now a recommendation that face coverings are only worn in enclosed and crowded spaces but that we respect families/staff that wish to continue to wear these at busy times (a small contingency supply of face coverings will be available in school for those struggling to access a suitable face covering at the time they require.) Communication and signage to promote walking route into school for each class to avoid unnecessary congestion at peak times Staggered drop off and pick up times remain in place for different year groups but with no impact on teaching time. Breakfast club and wraparound care to remain in operation and accessible to all children without restriction. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
4) Lack of space playtimes and lunchtimes resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Staggered playtimes and lunchtimes to remain in place. Considered playtime equipment - items that of hard surface that can be easily cleaned allocated for use by each key stage - age appropriate items. Handwashing/ sanitising to take place before and after any playtime. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
5) Lack of space when eating lunch resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Handwashing/ sanitising to take place, before and after eating. 2. Staggered lunchtimes for classes and Upper Key Stage 2 to continue to eat in class as this was preferred and gives more space in the Hall. 3. Ongoing liaison with Chartwells to ensure COVID secure operations. 4. School kitchen fully operational for hot meals but suitable arrangements in place to enable classes to eat within the classrooms where necessary thereby avoiding large gathering in main hall. 5. PPE will be worn by catering staff as directed by the catering contractor. 6. Adaptation of school menu to facilitate meals that can easily be transported e.g. avoidance of custard/gravy etc 7. Consideration of safe transportation of hot food to classrooms, to avoid strain or excessive effort from staff. Use of thermal food covers, meal trolleys, identification of quickest route. 8. Ensure staff feel competent and confident to support transit and delivery of hot food. 9. Provision of food waste bowl in classrooms for hot meal waste to be disposed of straight away after eating. 10. All surfaces to be cleaned after eating. 11. All packed lunch rubbish taken home in lunch box. 12. Free school meals will continue to be provided to pupils eligible for benefits-related free school meals and who are learning at home during term time due to self-isolation or quarantine. 13. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
6) Lack of space in the corridors resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	

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1. Children staying in their class base and accessing from outside classroom door where possible
2. Only one child going to toilet at one time - different toilets allocated to each class wherever possible and practical - arrangements to be agreed with children concerning going and returning to toilet
3. Messages to office via classroom telephone - avoid children being sent with a message where practical and possible.
4. Each class base to have access to basic first aid kit to avoid unnecessary pupil movement in the school.
5. System for entry and exit into classrooms to be deployed to avoid congestion where practical and possible.
6. Corridors to remain as well ventilated as possible.
7. Ventilation of shared spaces maximised e.g. Hall
8. Staggered breaktimes and access routes to playground/field to avoid congestion in corridors
9. It is recommended that staff wear face coverings only in enclosed, crowded spaces where they may come into contact with people you do not normally meet.
10. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

<u>Remaining level of risk</u>	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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7) Contact of shared resources resulting in indirect transmission of the virus

<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Children encouraged to **clean hands thoroughly / use hand gel more often than usual** including; when they arrive at school, return from breaks, change rooms and before and after eating.
2. It is preferable that staff have their own stationary items that are not shared.
3. Classroom based resources, such as books and games can be used and shared, these should be cleaned regularly.
4. **Tables, door handles and other frequently touched surfaces cleaned with anti-bacterial spray more often than normal.**
5. Continuation of limited resources transferred between home and school - only necessity items e.g. water bottle, lunch box, reading book, hat, coat, books etc Small bags only are allowed.
6. Resources that are shared between classes, such as sports, music, art and science equipment should be cleaned frequently and always between class use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
7. Outdoor equipment should frequently cleaned this applies to resources used by wraparound care and out-of-hours settings.
8. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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8) Emotional distress of the children

Existing level of risk		Consider current level of risk	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Communication to advise that school attendance is mandatory and school is 'back in business'. Education and Inclusion service may be contacted to support school attendance and re-engagement.
2. A very small number of children deemed clinically extremely vulnerable are advised, as a minimum, to follow the same rules as everyone else. Offer extended to families to think carefully about additional precautions they may need to continue to take with staff available to assist and reassure as necessary.
3. When a vulnerable child is required to self-isolate the social worker will be informed and an agreed support plan will be put in place.
4. Provision of more focused pastoral support where issues are identified that individuals may need help with including engagement with school nurse service.
5. ELSA provision available for children who are distressed further support from Hants EP service if required
6. Promotion of Speak Out Stay Safe message
7. Circle time opportunities
8. Opportunities given for children to speak freely of their experiences linked to COVID-19
9. Opportunities offered for children to speak 1:1 with a trusted adult should they feel they need additional support
10. Lesson content to be adapted as required to reflect social and emotional needs including anxiety, stress or low mood linked to COVID-19.
11. Follow safeguarding protocols to refer where new issues have arisen or existing concerns escalated
12. Trained DSL available at all times either on site or available to be contacted via phone to manage child protection and safeguarding concerns.
13. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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9) Emotional distress of the staff - including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Involve staff in risk assessment process - input into hazard identification and control measures 2. Ongoing communication with staff to share plans and thought processes 3. Sharing of additional wellbeing resources including the Federation Wellbeing Strategy and positive support offered regarding mental health and wellbeing for all staff supported by a nominated Governor. 4. Sharing of support helplines - HCC and others 5. Staff not to come into school if they have one or more coronavirus symptoms or have been alerted to self-isolate via NHS Test and Trace. 6. A staff member who has tested positive can return to their normal routine after they have finished their self-isolation and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because the cough or anosmia can last for several weeks after the infection has gone. If they continue to record a temperature they will be advised to stay at home and seek further medical advice. 7. Staff may be redeployed and staff who are not teachers may be deployed to lead groups or cover lessons, under the direction of a qualified teacher in periods of staff absence. 8. At least one member of senior staff on site everyday for staff to share concerns with 9. Cleaning products available to support wiping of shared resources/ frequently touched surfaces after use e.g. photocopier, telephone, laminator etc 10. Where possible staff should avoid using shared workstations 11. Staff to continue to use own personal stationary stocks - avoid shared pens etc 12. Time for planning and preparation within the week identified 13. Where a role is conducive to home working this will be considered where feasible and appropriate. 14. Staff who have been alerted that they are at high risk and are deemed clinically extremely vulnerable from COVID-19 should now, as a minimum follow the same guidance as everyone else. Communication will ensure that all impacted feel happy and supported to do so prior to their return with opportunities given for staff to raise concerns. 15. Governors should have regard to staff well-being, work-life balance and workload including that of the Headteacher and staff workload will be monitored throughout this period. 16. Access to online training/meetings to be continued where practical, purposeful and possible to facilitate staff working/training from home and supporting staff well-being and avoid unnecessary time on site. 17. Student teachers or work placements will be offered LFD tests in line with other staff members. 18. Adults working in regulated activity (e.g. peripatetic teachers, sports coaches etc) permitted in school, to be made aware of changing guidance and supported with a risk assessment where necessary. 19. Volunteers to be made aware of changing guidance and supported with a risk assessment where necessary. 20. Staff to make school leaders aware of any travel plans or leave arrangements that could cause disruption due to quarantine arrangements upon return. 21. Staffing levels will be a key component when determining how the school can continue to operate safely. In any period of high staff absence it may be necessary to implement a partial 			

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or full school closure if it is felt that safe ratios cannot be met. The level of staff available will determine the level of care and supervision the school can offer. Any changes will be communicated to parents as soon as practically possible

22. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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10) Risk of spreading virus due to close contact with children - 1:1 and intimate care resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk		
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. SENCO to maintain communication with families with children supported by EHCP and identify/implement any reasonable adjustments necessary prior to the return to school.
2. Individual risk assessments produced by SENCO identifying additional hazards due to behaviours that may present challenge e.g. spitting, biting etc
3. Staff working with pupils who spit uncontrollably or use saliva as a sensory stimulant will have increased opportunities to wash their hands than other staff and should wear any PPE that would be routinely worn.
4. If a pupil has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE has been purchased and should be used only when a pupil becomes ill with coronavirus symptoms and only then, if a 2 metre distance cannot be maintained.
5. First aid to be administered side by side, using verbal instructions wherever possible wearing gloves.
6. Revised addendum to Positive Behaviour Policy to ensure all aware of sanctions if children are acting in a way staff are put at risk.
7. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes.

Remaining level of risk		Consider level of risk following use of control measures	
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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11) Risk of spreading virus due to poor hygiene resulting in indirect

transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Additional handwashing facilities installed on external walls to promote handwashing at entry and exit points 2. Additional hand sanitiser dispensers outside of all classrooms - very young children supervised with use of hand sanitiser to avoid ingestion or hand wipes used as an alternative. 3. Hand sanitiser ordered in large quantities 4. Extra soap dispensers situated in each classroom 5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 6. Washing hands posters shared in all washing areas 7. Reminders/ models of how to wash hands thoroughly - videos and posters promoting how to wash hands with soap and water for 20 seconds and dry thoroughly 8. Children encouraged not to touch their mouth, eyes and nose 9. Tissues supplied in each class base to promote 'Catch it, Kill it, Bin it' routine. 10. Lidded bins purchased for all areas and emptied more frequently than normal to prevent infection transmission. 11. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
12) Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All frequently touched surfaces, handles, toilets and shared equipment will be cleaned more frequently than normal each day using anti bacterial cleaner. 2. Enhanced cleaning schedule to be maintained. 3. PPE will be worn by cleaning staff as directed by the cleaning contractor. 4. Some resources will be rotated and left to de-contaminate for 72 hours after cleaning to reduce the risk of indirect transmission 5. Thorough cleaning of each room at the end of each day and toilet facilities cleaned during the day. Additional 'fogging' of classrooms to take place each Friday. 			

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6. All cleaning to adhere to published government guidance - COVID-19: cleaning of non-healthcare settings.
7. Cleaning box allocated for each bubble
8. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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13) Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus

<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Staff who have been alerted that they are at high risk and are deemed clinically extremely vulnerable from COVID-19 are now able to attend the workplace and should as a minimum follow the same guidance as everyone else. Communication will ensure that all impacted feel happy and supported to do so prior to their return.
2. Pregnant women or those that are breastfeeding will be identified as clinically vulnerable will be subject to individual risk assessment and may be required not to attend the workplace.
3. Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace and are encouraged to discuss their unique position with school leaders.
4. Governors should have regard to staff well-being, work-life balance and workload including that of the Headteacher
5. Staff and other adults must follow public health advice on when to self isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example they are required to quarantine).
6. Anyone in school developing symptoms (new or persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia)) during the school day will be sent home to follow public health advice. Staff with symptoms should avoid using public transport.
7. Staff testing positive on an LFD test but not displaying symptoms should not come to school and should self-isolate and get a free PCR test to check if they have COVID-19. If a PCR test is taken within 2 days of the positive LFD test, and is negative, it overrides the self-test LFD test and the staff member can return to school, as long as the individual does not have COVID-19 symptoms.
8. Household members will not need to self-isolate if any of the following apply:
 - they are fully vaccinated - this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS
 - they are under 18 years, 6 months old

- they are taking part or have taken part in a COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons
9. Household member will be encouraged to
 - get a PCR test on GOV.UK to check if they have COVID-19
 - follow advice on how to avoid catching and spreading COVID-19
 - consider limiting contact with people who are at higher risk from COVID-19
 10. Any member of staff who has provided close contact care to someone with symptoms does not need to go home to self-isolate unless; they develop symptoms themselves - in which case they should self-isolate immediately and arrange a test, they are requested to do so by NHS Test and Trace or the Public Health England advice service or they have tested positive from an LFD test as part of our school testing programme.
 11. A pupil or staff member who has tested positive can return to their normal routine after they have finished their self-isolation and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because the cough or anosmia can last for several weeks after the infection has gone. If they continue to record a temperature they will be advised to stay at home and seek further medical advice.
 12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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14) Risk of transmission after a child falls ill with symptoms within school

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Communicate to families that it is a statutory requirement that in the event of symptoms they are ready and willing to; book a test, provide details to Test and Trace of anyone that they have been in close contact with if they test positive and where necessary, self-isolate.
2. Provide community with information regarding how to book a test and ensure that supply of PCR tests in school is maintained to be used in the exceptional circumstances that an individual becomes symptomatic and they may have barriers to accessing testing elsewhere.
3. Staff informed and asked to remain alert of the symptoms of possible coronavirus infection e.g. new or persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) and will be informed if any other symptoms are added to the list.
4. Temperatures continue to be taken upon arrival and any above 37.8° will be sent home immediately.
5. Identification of well-ventilated area in the school that can be used as a quarantine space should a child fall ill. Any pupil who displays signs of being unwell immediately referred to a member of staff. Child awaiting collection to be isolated immediately behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. Should the space not be accessible when required or if it is not possible to isolate the child,

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- move them to an area which is at least 2 meters away from other people and preferably outside.
6. **Windows should be opened for fresh air ventilation**, if it is safe to do so, in the quarantine area and rearrange furniture to avoid direct draughts where practical and possible.
 7. Ensure parents are called immediately and asked to collect child and ensure that parents are aware of this expectation. 999 will be called if someone is seriously ill or their life is at risk.
 8. PPE (face mask, apron, gloves and mask) is available for staff providing supervision in the identified quarantine space if a distance of 2 meters cannot be maintained (such as for very young children or a child with complex needs). Staff requested to revisit training materials for donning and doffing PPE appropriately.
 9. Appropriate signage in quarantine area to provide visual reminder to staff that 2m social distance needs to be maintained in the event of visible symptoms.
 10. Separate toilet facilities to be used by person exhibiting symptoms if required and to be cleaned and disinfected before being used by anyone else.
 11. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after contact with someone who is unwell.
 12. **The area around the person with symptoms must be cleaned after they have left to reduce the risk of potentially passing the infection to others e.g. isolation room cleaned and disinfected as soon as child collected.**
 13. Ensure staff in school understand the NHS Test and Trace process and how to contact local Public Health England protection team.
 14. Schools to ask parents to **inform immediately the results of the test** if positive to support NHS Test and Trace protocols. No physical evidence of a negative test result or other medical evidence will be requested before readmitting children or welcoming them back after a period of self-isolation.
 15. Further advice to be taken from Public Health England on further managing the case.
 16. Any member of staff who has provided close contact care to someone with symptoms does not need to go home to self-isolate unless; they develop symptoms themselves - in which case they should self-isolate immediately and arrange a test, they are requested to do so by NHS Test and Trace or the Public Health England advice service or they have tested positive from an LFD test as part of our school testing programme (a negative PCR test is required before they can return to work should this be the case.)
 17. A pupil or staff member who has tested positive can return to their normal routine after they have finished their self-isolation and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because the cough or anosmia can last for several weeks after the infection has gone. If they continue to record a temperature they will be advised to stay at home and seek further medical advice.
 18. **In the event that a parent or carer insists on an early return to school the school can take the decision to refuse the pupil, if it is felt that it is a necessary action to protect the pupils and staff from possible infection with coronavirus (COVID-19).**
 19. **For individuals or groups of self-isolating pupils and pupils who are shielding following government advice, remote education plans will be put in place. These will meet the same expectations as those for pupils attending school.**
 20. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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15) Risk of transmission following planning of school based activities.

Existing level of risk		Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE	
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Breakfast club and after school educational activities will be provided. Registers will be taken for safeguarding purposes and to inform Test and Trace where necessary. 2. Domestic educational day visits and residential visits will resume supported by additional COVID risk assessment protocols. 3. Visiting curriculum specialists and their proposed activities will be individually risk assessed prior to coming onto the school site. 4. A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. 5. Assemblies will resume with attention given to ventilation of shared spaces. 6. Celebration Assemblies will resume with reduced audience and remote access. 7. School calendar reviewed and consideration given to established activities that require close contact e.g. mentoring meetings, class assemblies etc. Creative solutions to be used as well as traditional methods of delivery. 8. PE lessons to be prioritised outdoors as much as possible and guidance to be followed when considering curriculum delivery; guidance on grassroot sports for public and sport providers and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, information on school swimming, water safety and returning to pools guidance from Swim England 9. External coaches, clubs and organisations will be used only if school is satisfied that it is safe to do so. 10. Sports competitions/fixtures between schools to resume and be supported by routine risk assessment now including COVID preventative measures. 11. School will continue to promote physical activity beyond school hours. 12. School choir will resume with due consideration to singing in well ventilated spaces (outdoors where possible). 13. The sharing of musical instruments should be avoided wherever possible and hands should be washed before and after handling equipment. Instruments should be cleaned by the pupils using them where possible. 14. Performances with audiences are permitted with due care given to risk factors such as audience size, space available and ventilation. 15. Any meetings/ adult gatherings/ adult based events (either indoors or outdoors) should be individually risk assessed and can take place virtually if practical and possible. 16. Visitors strictly only permitted on site if their work directly impacts on positive outcomes for children e.g. specialists, therapists, clinicians, sports coaches, all other visits to be undertaken remotely or out of school hours including contractors and deliveries where practical and possible to do so. 17. It is recommended that visitors only wear face coverings (not visors) should they believe that they will be in an enclosed, crowded space with people with whom they would not usually mix. A small contingency supply of face coverings will be available to support visitors struggling to access a suitable face covering should they request one. 18. Visitors should wear any necessary/usual PPE for their role. Where practical and possible a separate risk assessment will be provided for their visit. 				

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19. A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.
20. School facilities will be available for external hire although hirers will need to exhibit that they have appropriate operational risk assessments in place to support their activity.
21. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
16) Risk of mismanagement of school premises when preparing for full re-opening			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Identified members of staff for managing premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for the opening at the start of the academic year (KJH/LP/AJ/RP/GF/GA). 2. Routine flushing as advised of all the cold water systems and domestic hot water services. 3. Seek advice from legionella competent person who will advise on the action required if any 4. Contact persons responsible for drinking water dispensers to ensure that all remain safe to use and water is safe to drink. 5. In the event that water is not safe to drink bottled water will be provided. 6. Ensure all classroom have access to hot water feed for handwashing and soap dispenser. 7. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. 8. Regularly check hot water generation for functionality and if required, temperature recording. 9. Ensure availability of soap and hot water in every toilet and any areas used for personal care of pupils eg changing 10. Purchase of hand sanitiser in all classrooms and for regular passing/access points 11. Purchase of lidded bins for all classrooms and for other key locations around the site for the disposal of tissues and any other potentially infected waste. 12. Purchase of plentiful supply of disposable tissues in each classroom and communal areas 13. Systems in place to coordinate emptying of bins and safe waste disposal at lunchtime as well as at end of day. 14. All hand dryers reconnected. 15. Checks made that all areas are well ventilated and that windows are operational. 16. Promotion of natural ventilation via windows or vents to be used as far as possible and where available occupied room windows should be open although a comfortable teaching environment should be maintained. Heating will be used as necessary to ensure comfort levels maintained. 17. Any furniture rearranged to avoid direct draughts as a result of increased ventilation where 			

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practical and possible.

18. Before re-opening check all fire doors are operational and fire alarm system and emergency lights have been tested and are fully operational.
19. During week 1 of Autumn term complete fire drill.
20. Before re-opening and during opening ensure new cleaning arrangements in line with coronavirus preparations should include regular systematic checks on drainage systems (check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, accessible toilet areas) and where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working
21. Ensure all cleaning is undertaken in accordance with COVID secure guidance
22. Provision of cleaning materials and gloves for each bubble to prevent cross-contamination and facilitate immediate cleaning of surfaces impacted by coughs/sneezes etc
23. Liaise with Chartwells to ensure all cleaning and kitchen management processes are in line with COVID-19 secure guidance
24. Ensure adequate signage around the site for promotion of handwashing etc.
25. Demarcation of any entry and exit routes on school frontage and approaches to school entry points.
26. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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17) Risk of mismanagement of remote learning

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Identification of a senior leader to be responsible for the quality and delivery of any necessary remote education and to ensure that provision meets expectation (AJ/LP).
2. Secure and suitable platforms identified (SeeSaw/Tapestry) for the children's age group, stage of development and ability. School and parent accounts created as part of the platform.
3. Staff training on appropriate, practical and safe use of the learning platform including as part of induction for any new staff joining the federation.
4. Maintenance of remote learning plan to communicate all expectations regarding remote curriculum access during the period where remote learning is required i.e. length of learning, expectations for engagement and types of delivery etc
5. Preference for recorded learning and not provision of 'live lessons' as an additional safeguard and support of staff wellbeing and workload. Resource banks of recorded material to be signposted to assist staff with planning e.g. Oak National Academy.
6. Reasonable access arrangements to be put in place for children identified as SEND, for children of an age that may require high levels of adult support or for families that are facing difficulties due to illness.
7. Regular safety reminders shared in the newsletter regarding online safety protocols and

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arrangements.

8. Ongoing communication with all stakeholders involved in remote learning to facilitate swift resolution to any issues raised that may cause additional anxiety for those involved.
9. Continued staff adherence to Code of Conduct regarding behaviour and conduct whether online or in the real world.
10. Contact arrangements for welfare calls in place should they be required, it is preferred that these are undertaken using a school device.
11. Loan agreement in place to support provision of school devices where there is lack of access at home and necessity dictates a period of remote learning is required.
12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

<u>Remaining level of risk</u>	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
18) Risks associated with Primary COVID testing.			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Primary age pupils will not be tested with LFDs. 2. Each school will identify a member of staff to act as School Testing Co-ordinator. 3. All testing kits will be stored safely and securely in a designated area, at room temperature (15-30 degrees) and unauthorised access will be prevented. 4. Staff given access to DfE resources in advance of start of testing regime to inform them about the LFD testing procedure and enable them to decide whether they wish to participate in the voluntary process as outlined. 5. Only those staff agreeing to participate will be provided with testing materials but staff will be notified of the option to 'opt in' to the testing regime at any time. It is recognised that the more staff that can be tested the more likely the identification of asymptomatic cases. 6. Additional published materials shared with those participating to ensure process involved clearly explained to avoid risk of misinterpretation of result or process involved. 7. All tests to be distributed in a named plastic wallet in line with COVID safe procedures. 8. Staff allocated only a specific number of tests (in line with DfE guidance) and told that they are for staff use only. Staff asked to sign to confirm that they have received tests and read and understood associated protocols for administration. 9. Staff asked to test preferably on a Sunday and Wednesday evening following the advice that tests should be taken 3-4 days apart (alternative of Monday and Thursday morning prior to 7.30am to be offered). 10. Staff advised that a positive LFD result should be followed up with a PCR test. If the PCR tests negative the staff member can return to work unless they develop symptoms. 11. Staff to engage with NHS Test and Trace in the event of a positive PCR test result. 			

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12. It is expected that all staff report LFD results in accordance with DfE guidance and make the schools aware immediately of their result via the reporting mechanism established. Staff will be challenged where they have 'opted in' but no result offered within stipulated timeframe.
13. A staff member that records a positive or two void tests will need to inform their Head of School by telephone and seek advice.
14. School will follow the Hampshire Local Authority suggestion that staff that have previously tested positive for coronavirus (and who may still have a prevalence of the virus yet not be infectious) start LFD tests 28 days after the initial positive test result. This is a balanced approach i.e. more than the 10 day isolation period but less than the maximum 90 days as indicated in some guidance.
15. School will follow Public Health advice in the event of positive cases and take all necessary actions as per advice.
16. School will monitor level of tests available for distribution and order more as necessary to maintain continual stock level.
17. Risk assessment to be shared with all staff that have 'opted in' and feedback requested.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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19) Risks associated with use of the NHS COVID-19 app in education and childcare settings.

Purple text indicates direct guidance taken from 'Use of the NHS COVID-19 app in Education and Childcare Settings - Nov 2020'

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. In line with Federation policy on mobile phones primary aged students should not have a phone about their person and therefore should not receive a notification during the day that they have come into contact with a positive test result. Parents will be reminded about the mobile phone policy and the restricted items that should not be coming into school at this time.
2. Staff will be alerted to the app and advised that they are able to use the app as an additional track and trace measure.
3. Staff will be advised that it is possible to pause the contact tracing function ('trace') in the app. If it is paused, the phone and Bluetooth remain on but the phone does not record contacts. Pausing contact tracing is recommended by the DfE when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area - this is to avoid the app picking up contacts when the individual is not with their phone.
4. As the staff code of contact does not permit staff to have mobile phones out whilst in the presence of the children it is strongly recommended that the contact tracing function is paused whilst in school (to avoid misidentifying close contacts) or that mobile phones are switched off in school.
5. Staff will be reminded that use of the app does not replace the need to report a positive case

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to the setting. Neither does the app change the processes of escalation if there are any positive cases linked to the school including the engagement with and response to the advice given from local health protection teams and wider test and trace processes.

5. If a staff member receives a notification, they should inform the Head of School/ Executive Head before self isolating.
6. Should a number of staff receive a notification at the same time in school via the app the school will take further advice from the local health protection team regarding the level of further action needed.
7. The schools will create a NHS QR poster but staff should not use this facility to 'check-in' rather usual signing in protocols should be used. The QR code should only be used in the rare instance that visitors are on site or parents are invited to attend appointments.
8. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Appendix 1 Symptoms of Covid-19

Recognising Coronavirus (COVID-19) Symptoms



Symptoms	Covid-19 Symptoms range from mild to severe	Flu Rapid onset of symptoms	Cold Gradual onset of symptoms
Fever (37.8C or above)	Common	Common	Rare
Fatigue	Sometimes	Common	Sometimes
Cough	Common (usually dry)	Common (usually dry)	Mild
Sneezing	No	No	Common
Aches and pains	Sometimes	Common	Common
Runny or stuffy nose	Rare	Sometimes	Common
Sore throat	Sometimes	Sometimes	Common
Diarrhea	Rare	Sometimes (for children)	No
Headaches	Sometimes	Common	Rare
Shortness of breath	Sometimes	No	No
Loss of taste or smell	Common	No	Sometimes